

# REPORT OF CONTINUING EDUCATION ATTENDANCE FOR CALENDAR YEAR 2011

**DEADLINE: JANUARY 31**

**MAIL TO: Nebraska Board of Public Accountancy (NBPA)  
PO Box 94725, Lincoln, NE 68509**

**You must use this form or report your continuing education hours online by January 31<sup>st</sup> of each year. Please be advised that as of September 2010 per Chapter 8 Rule change, half-hour increments shall count towards participation after the first credit hour has been earned. Failure to comply with the instructions may delay the processing and recording of your CPE hours.**

**Certificate #:**

**Name:**

**Address:**

**Employer:**

**Email:**

**Phone:**

**BIRTH YEAR (circle one):    ODD    EVEN**

☐ **I have not taken any Continuing Education hours in the above calendar year.** (Check this box if this applies to you; make any mailing address corrections above, sign, date, and return this form to the Board by January 31.)

\*Approved by the NBPA via Program Qualification Form or NASBA Approved Sponsor – [www.nasba.org](http://www.nasba.org)

**See the back of this form for instructions on completion.**

PROGRAM SPONSOR	TITLE	DATES	HOURS								*PRE-APPROVED (X)
			F	S	C	CT	I	P	Q	E	
SAMPLE	ACCOUNTING COURSE (Total hours for the course is 16 hours with 1 hour of ethics included)	BETWEEN 1/1-12/31/11	15							1	X (completed Program Qualification Form)
		<b>TOTAL</b>									

**See Code on back; Insert hours under code type.**

**TOTAL HOURS** \_\_\_\_\_

I certify that the above provided information is true and correct. I understand that all credit is subject to the Board's review for approval or disapproval. I agree to retain all documentation relating to the above programs and to maintain records substantiating the continuing education credit claims for six years. I understand that providing false or misleading information on this report could be grounds for disciplinary action under Section 1-137 of the Public Accountancy Act.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant for Permit

**Permit Holders will not receive notification of hours received unless more information is needed.**

# INSTRUCTIONS FOR COMPLETING THE REPORT OF CONTINUING EDUCATION ATTENDANCE FORM (See reverse side)

The Public Accountancy Act (Section 1-136.01) requires that licensees with an active permit to practice shall have completed acceptable continuing education in the amount of 80 hours within the two preceding calendar years for the renewal of a permit to practice. The Title 288 Rules (Chapter 8) requires that licensees must complete 4 hours of ethics within the renewal period. Each permit holder must maintain records substantiating the continuing education credits claimed as a prerequisite for renewal of a permit to practice.

This form must be used to report continuing education credits and be filed in the Board office not less than five months prior to the permit renewal date (by January 31 of each year). Failure to comply with the instructions may delay the processing and recording of your CPE credits. **Please make a copy of this report and retain all CPE records for 6 years.**

**IF YOU HAVE NOT TAKEN ANY HOURS IN THIS CALENDAR YEAR, YOU MUST STILL FILE THIS FORM WITH THE BOARD BY JANUARY 31. CHECK THE BOX LOCATED BELOW YOUR NAME AND ADDRESS, SIGN THE FORM AT THE BOTTOM AND RETURN IT TO THE BOARD OFFICE.**

**Report only those hours that have not been previously reported.** The Board does not recognize fractions of hours before September 1, 2010. Use a separate reporting form for each year; do not mix courses from different years. Please be advised **that as of September 2010 per Chapter 8 Rule change, half-hour increments shall count towards participation after the first credit hour has been earned.**

When reporting courses taken, use the following coding system under “\*Type.” Please note any additional requirements for reporting each type of program.

**CODE for TYPE of Program Attended:**

**F = Formal Program with Class Attendance**

1. Professional development programs of national and state professional accounting societies.
2. Technical sessions at meetings of national and state accounting societies and chapters.
3. Formal, organized, in-firm educational programs. Must be at least 50 minutes of continuous instruction. Portions of such meetings devoted to administrative and firm matters cannot be included.
4. Programs in other organizations (accounting; professional; appropriate private sector, accounting focused). Must have at least one hour of presentation on professional topics.

**C = University or College courses, credit or non-credit courses.** Credit will be given in period in which course is completed. Non-credit courses taken in educational institutions must have signed statement from instructor of hours attended. Please retain documentation showing successful completion of the course. This documentation must be available by request for 5 years. Each semester hour shall equal 8 hours of CPE. A quarter hour shall equal 4 hours of CPE. **Maximum allowable credit will not exceed 50% of total requirement.**

**CT= Technical Committee Service**

Participation in technical committee meetings of recognized professional societies will qualify, if the subject matter has relevance to the practice of public accountancy. Must be at least one hour in length. **No more than 16 hours will be allowed for any renewal or reinstatement period.**

**S = Correspondence or Self-Study Programs**

**Certificates of completion issued by sponsor must be available by request.** Credit will be allowed in renewal period in which the certificate of completion is dated. **Maximum allowable credit will not exceed 50% of total requirement. Please retain records for 5 years.**

**I = Instruction or Presentation of Programs**

Maximum allowable credit for subject preparation is two hours for each hour of presentation. Repetitious presentations do not qualify. **Maximum allowable credit will not exceed 50% of total requirement.**

**P = Published Articles or Books**

No more than 16 hours will be allowed for any renewal or reinstatement period

**Q = QEP and Peer Review Programs**

**E = Ethics**

A permit holder must complete 4 hours of ethics in **every renewal or reinstatement period.**